



## IWK Foundation

### **Writer, Communications and Public Affairs**

#### **Who We Are:**

The IWK Foundation, together with its donors, strives to be the catalyst to revolutionize health care and research for women and children. The IWK Foundation is committed to continuous improvement and running a business that is entrepreneurial, innovative, and based on strong values.

#### **What We Need:**

Reporting to the Director, Communications & Public Affairs, we are looking for a seasoned writer and communicator. Working alongside the IWK Foundation's Executive Leadership, Philanthropy, and IWK Team, you can seamlessly write for a diverse group of audiences and partners to motivate and inspire our donors, while showcasing the tremendous impact of donor generosity on the care provided at the IWK.

In this key role, you need to be calm in the face of chaos, balance multiple projects at any given time, while adhering to and meeting deadlines. You are integral to our organization's success in developing and maintaining relationships with the IWK team, our donor community as well as working with our philanthropy team to share the story of IWK funding priorities to assist in revenue generation.

#### **Responsibilities:**

- Impact writing and reporting to show accountability to our donors on the care provided at the IWK.
- Cases for support; letters of intent; and proposal writing to inspire giving as well as corresponding donor strategy.
- Support the Office of President & CEO and members of the SLT, in liaison with the Director, Communications & Public Affairs and Foundation team members  
This includes but is not limited to acknowledgment letters, speaking notes, award applications, briefing notes, presentations, etc.
- Organizational messaging including supporting the development of an annual organization-wide messaging strategy, including key messaging document
- Attend meetings with IWK Health communications team to remain current on strategic initiatives and update them on relevant Foundation initiatives
- Support for IWK fundraising campaigns including Forever Grateful, employee giving, vendor giving and individual donor requests.

#### **Who You Are:**

You are a professional writer and editor, creating passionate, inspirational and creative stories. You offer:

- At least 3 – 5 years of experience in public relations, communication or journalism
- Ability to prioritize and focus on competing priorities and deadlines
- Think quickly on your feet, with the ability to change course quickly and accurately
- Enjoy a fast-paced environment
- Demonstrate passion, inspiration and creativity in your storytelling
- Manage to communicate in different voices and tones for diverse audiences

You are a values-based individual who enjoys working with a dedicated and hardworking team.

**What Do You Do Now?**

If you are passionate about children's and women's health, with a desire to be a part of something important in our communities, hearing patient stories, meeting patients, patient families, donors and other health care professionals impacted by the work the Foundation does each day, then this is your opportunity! The IWK Foundation also provides a competitive compensation package.

If this role seems right for you, please provide a cover letter outlining why you believe it is a fit, along with your resume to [iwkcareers@iwk.nshealth.ca](mailto:iwkcareers@iwk.nshealth.ca). We thank all candidates, but only those selected for an interview will be contacted.

We welcome all applicants who self-identify as Indigenous, Black/African Nova Scotians, Persons of Colour, Immigrants/Newcomers, Persons with Disabilities and 2SLGBTQIA+ to apply and represent the communities that we support.